



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert	Park Aide (Seasonal)	549-954-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire District	Park Aide (Seasonal)	
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Mount San Jacinto State Park	Mount San Jacinto State Park Long Valley Ranger Station	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		Supervising Ranger
POSITION DESCRIPTION		
<p>The Park Aide reports directly to Mt. San Jacinto State Park, Long Valley Ranger Station via the Palm Springs Aerial Tramway located at 1 Tram Way, Palm Springs, CA 92262, and works under the direction of the Supervising Ranger and/or Duty Ranger. The Park Aide will perform duties in a California State Parks uniform, which will be purchased by the Park Aide and will be in good condition at the start of every workday. The Park Aide will adhere to the Departments grooming standards. The Park Aide will perform routine public contact work including assisting visitors with general questions and park information, collecting fees, light housekeeping duties, problem-solving, special requests, explaining rules and regulations, answering the telephone, and checking for daily Wilderness Permits. The Park Aide will also provide information to the visiting public about recreation facilities, activities, and programs, and may occasionally support the Idyllwild Ranger's Station. All public contact will be professional, courteous, accurate and articulate.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40% Maintenance and Housekeeping	The Park Aide will maintain a clean appearance of the Long Valley Ranger Station and adjoining public restrooms. Housekeeping, refuse disposal, and litter pickup are conducted on schedule and as needed. Wilderness pit toilets will be maintained in a clean, structurally sound, and stocked condition. Trail maintenance and repair will be done on a continual basis, using appropriate hand tools. All wilderness trail signs will routinely be inspected, cleaned, tightened, painted, and maintained in a good condition. All visitors use areas, campgrounds, and trails that are patrolled will also be kept free of litter. The state tractor will be maintained in a clean condition and appropriately fueled as needed.	
35% Visitor Services	The Park Aide will perform routine public contact work which includes but is not limited to: Answering questions from the public, referring problems, special requests, and unanswered questions to the Duty Ranger, explaining rules and regulations, answering telephones, making daily Wilderness Permit checks on hikers and campers encountered on the trails and in the campgrounds, managing peak use periods without error or delay, and other duties assigned by the Supervising Ranger or Duty Ranger. The Park Aide also provides information to the visiting public about available recreation facilities, activities, and programs. All public contact will be courteous, impartial, and articulate. Information given to the public will be accurate and represent operating procedures.	
10% Interpretation	The Park Aide will prepare for, and present campfire programs, programs for school groups, and other groups who frequent the wilderness. The Park Aide will assist guest speakers when they are presenting programs.	



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10% Administration	The Park Aide is responsible for completing and submitting a report on hours worked during scheduled periods. The Park Aide may be responsible for submitting reports of medical aid. The Park Aide will be responsible for tabulating at the end of each day the number of visitors and campers that have gone through the station. Collection of fees for wilderness camping will be done on an as needed basis. Accuracy in all record and report keeping is required of the Park Aide.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
<p>Work involves moderate exposure to unusual elements such as extreme temperatures (over 100 degrees in the summertime and near freezing in winter months), dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. A work environment involves some exposure to hazards or physical risks, which require the following basic safety precautions. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking, bending, and stooping. Must be able to push/pull/lift up to 50 pounds.</p> <p><i>Park Aides will not participate in technical search and rescues requiring specialized training and experience.</i></p>		
SPECIAL REQUIREMENTS:		
<p>Park Aides must possess the ability to read and write, wear a prescribed uniform, maintain appropriate grooming standards, demonstrate the ability to follow directions and work alone, compute fees, make change and balance cash, learn work procedures and park rules and regulations, demonstrate training objectives, perform manual tasks, walk on rough and uneven terrain, and meet the public politely and successfully. The Park Aide may be summoned to assist Park Rangers during emergency situations to protect the public, such as during evacuations or when visitors are lost or injured. The Park Aide must be able to identify and report hazardous situations, disruptions, and disturbances to Park Rangers. The Park Aide is expected to work on weekends, holidays, and evenings and may be required to remain after their shift during emergency situations. Assigned days off are during mid-week and may vary from month to month.</p> <p>This position requires a valid California Class C Driver's License.</p>		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE